

AgeGuide Northeastern Illinois is accepting applications through **March 24th** for the position of:

Aging and Disability Rights Coordinator

AgeGuide is well respected and well-established non-profit organization serving older adults and their families living in the collar counties of DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will is seeking a ***Aging and Disability Rights Coordinator***. This position is responsible for coordination of AgeGuide's Aging and Disability Rights Outreach strategy, specifically within the law enforcement community. The coordinator leads the in Regional Administrative Agency (RAA) responsibilities for the Adult Protective Services Program with support from the Aging and Disability Rights Supervisor. The Coordinator executes AgeGuide's Adult Protective Services outreach plan in accordance with the Illinois Department on Aging grant. The Coordinator attends community meetings pertaining to older adult services and serves as an educator and advocate on issues related to abuse, neglect, financial exploitation of older adults and adults with disabilities and Older Americans Act services. The Coordinator works law enforcement, Adult Protective Services Provider Agencies and other relevant organizations to set up and/or promote TRIADs in the eight-county service region. ***Primary responsibilities include:***

Adult Protective Services Outreach Coordination

- Conduct APS outreach to law enforcement, judicial, first responder and other community groups
- Participate in local TRIAD groups
- Assist in the development of local TRIADs in currently unserved areas
- Represent aging network in the Illinois State TRIAD
- Attend and coordinate with local Family Violence Coordinating Councils (FVCC)
- Assist in coordination of grant making to law enforcement, FVCCs etc. as appropriate to attend training, conferences, shift coverage etc.
- Work with the Illinois State TRIAD to develop a toolkit on TRIAD development/implementation
- Develop a list of current/active TRIADs in the planning and service area
- Work with AgeGuide Communications Team to develop outreach materials

Adult Protective Services (APS) Regional Administrative Agency(RAA) Responsibilities

- Provide technical assistance to APS Provider Agencies. Seek policy clarifications and interpretations of the standards and procedures from Illinois Department on Aging Staff (IDOA).
 - Conduct quarterly meetings with APS Provider Agencies in the Planning and Service Area.
 - Monitor performance of APS Provider Agencies, according to Departmental policy.
- Authorize the APS Provider Agency Early Intervention Services expenditures in accordance with the APS Standards and Procedures.
- Assist the IDOA and APS Provider Agencies in raising awareness and providing education on the issues of abuse, neglect, financial exploitation, and self-neglect.
 - Complete monthly and quarterly reporting as required by IDOA and other funding sources.
- Develop, release, and evaluate requests for proposals, at minimum, every six years for the purpose of designating APS Provider Agencies. Make designation recommendations to IDOA following proposals.
 - Provide back up supervision to APS Provider Agencies as needed.
- Attend IDOA sponsored training and meetings pertaining to the APS Program including Phase I, II and Supervisor trainings as needed.

- Complete eleven hours of qualifying Recertification Training every three years.
- Complete fourteen hours of documented in-service training on abuse of older adults, adults with disabilities, self-neglect, and domestic violence subjects within a calendar year.
- Attend trainings and conferences locally, statewide, and nationally.
- Assist IDOA in establishing APS Multidisciplinary Teams when needed for APS Provider Agencies consistent with the Standards and Procedures.
- Collaborate with the Grants Department to monitor Title VII activities and expenditures.
- Ensure awareness and coordination of APS Provider agencies and OAA funded services.
- Assist in the development of additional Fatality Review Teams as requested by IDOA and/or APS Provider agencies.

County Liaison

- Attend community-based meetings in the assigned county or counties.
- Increase community awareness of OAA programs with the goal of serving more older adults and caregivers and providing consistent relevant programming in the region.
- Assist in the design and development of initiatives that offer programs and services that are culturally competent and meets the needs of diverse groups.
- Work with community stakeholders to identify gaps in services.
- Track and document activities and prepare reports that detail your efforts.
- Conduct AgeStrong and other county-based events as assigned.
- Provide presentations to community groups, providers, businesses, etc. as requested.

Qualifications and Skills:

- Master's Degree in health, social sciences, social work, health care administration, gerontology, criminal justice, or public administration, and one year experience in health or human services; or Bachelor's Degree in health, social sciences, social work, healthcare administration, gerontology, or criminal justice, and three years' experience in health or human services, including either one year of supervisory experience or one year of experience in aging, adults with disabilities or domestic violence programs or services.
- Excellent oral and written communication skills, with the ability to communicate information in a clear and concise manner.
- Strong interpersonal skills, including the demonstrated ability to work effectively with community organizations, colleagues, business partners, and community stakeholders.
- Experience in public speaking and training.
- Ability to manage multiple priorities.
- Proficiency in Microsoft Office programs, including OneDrive, Outlook, Word, Excel, Power Point, Forms and Teams.
- Proficiency in using a variety of meeting software including GoTo Meeting and Zoom.
- Ability to travel throughout the eight-county planning and service area, Cook County, Chicago, and occasionally national and statewide for meetings and /or trainings.

Proficiency in Microsoft Office programs, including OneDrive, Outlook, Word, Excel, Power Point, Forms and Teams. In addition, knowledge of a variety of online web meeting software including Teams and Zoom is required..

This is a full-time salaried position with excellent Health, Dental, 401K, Life & Pension benefits. Salary is commensurate with experience. AgeGuide is an equal opportunity employer.

For immediate consideration, applicants must apply with a cover letter and resume to Jeri Colucy, Director of Human Resources at Jcolucy@ageGuide.org. The requested information must be submitted electronically by Friday, March 24th